



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date <b>4-6-78</b>		DHR Division of Physical Health Vital Records Unit - Room 217-H 47 Trinity Ave, S.W. Atlanta, Ga. 30334	Application Number <b>78-84</b>	
Application Number <b>DHR-6</b>			Date Received APR 12 1978	Date Completed MAY 5 1978
2. Person to Contact <b>Mike Lavoie, Director</b>		Working Title	Telephone Number <b>656-4750</b>	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest <b>1960</b> Latest <b>present</b>		5. Records Series Title (followed by title used in office; if different) <b>Court Order Request for Change Files</b>		
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? <b>Physical Health is responsible for the administration, direction and coordination of the Physical Health programs throughout the State. Included are: the establishment of health standards for business, housing field operations and hospitals; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the supervision of construction and licensure of health facilities; and the daily State-wide program of registration, statistical coding, certification and preservation of the births, marriages, divorces and annulments of marriage, and deaths that occur each year in the State.</b> <b>Vital Records Section has the responsibility to provide services for the registration, statistical coding, certification, and preservation of records of birth, death, fetal death, marriage, divorce, annulments of marriage, adoptions, and legitimation of births which occur each year within the State of Georgia.</b>				
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <b>Documents relating to: changing birth and death certificates as so ordered by court order.</b>  <b>Included are: court orders, documents identifying information to be changed, and similar and related information.</b>  <b>Files are arranged by year; thereunder alphabetically by name.</b>  <b>Please note: <sup>these</sup> Court orders are those involving routine name and information changes. <sup>They do</sup> It does not include court orders relating to adoptions, legitimations, etc.</b>  <b>File is arranged:</b>				
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?				
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>Court Records</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                      |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.         |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ 3 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.         |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Unit feels any reference to certificate change will take place within three years. Date of change is included on amended certificate.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Upon implementation of court order place in completed file; cut-off file at the end of the calendar year; hold 3 years in current files area, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Michael R. Lawrie</i>	4-5-78	<i>William McDonald</i>	4-5-78

  

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	5-4-78
Secretary of State/Designee	<i>Canell Hart</i>	5-2-78
Attorney General/Designee	<i>[Signature]</i>	5-5-78

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)